

COLUMBIA RIVER PEOPLE’S UTILITY DISTRICT
Regular Meeting
March 15, 2016

A. CONVENE MEETING

The Regular Meeting of the Board of Directors of the Columbia River PUD was called to order by President, Jake Carter, at the Deer Island District Office at 6:00 p.m. The following individuals were present:

Directors:

David Baker
Jake Carter
Craig Melton
Harry Price
Richard Simpson

Staff:

Libby Calnon, Communications Specialist
Rick Calnon, IT
Eli Crape, Operations
John Nguyen, Interim General Manager
Tracy Pinder, Accountant II
Heidi Ralls, Administration
Sonia Wendelschafer, Human Resources

Consultants:

Philip Griffin, Attorney

Public:

Todd Cathers	Mary Fawcett	Judi Kellar
Ian & Michelle Lamma	Mark Larson	Sharin Lomnicky
Jim Marquardt	Tammy Maygra	Ronda Melton
Jared Motherway	Jennifer Nelson	Annie Nguyen
Brady Preheim	Debbie Reed	Bruce & Carolyn Shoemaker
Mary Jo Simpson	Andrew Wendelschafer	Courtney Vaughn – Spotlight

- 1. Agenda – Requests for Additions or Deletions:** President Carter called for changes to the published Agenda. He noted Acti-Dyne Research was expected to arrive around 6:30 to present the results of the Employee Morale Survey. If the Board agreed, the presentation would be given upon their arrival. The Board concurred. President Carter also indicated Action Item #9: Potential Violations of Board Policy 1-11: Board Governance would be addressed after the executive session.
- 2. Public Comment:** Tammy Maygra of Deer Island asked the Board to consider a policy to have funds set aside to aid Customers with deductibles or other assistance when equipment has been damaged due to a power outage. She also addressed a tree hazard on Canaan Road.

Brady Preheim congratulated Director Melton on the outcome of the recall. Mr. Preheim inquired about where Director Price resides. Director Price commented he is participating in physical rehabilitation with several weeks remaining; he owns property within the subdivision he represents. General Counsel, P. Griffin advised Director Price that he is not required to comment.

B. ITEMS FOR ACTION

1. **Minutes, February 16, 2016 Regular Meeting:** Directors C. Melton/R. Simpson moved to approve the Minutes of the February 16, 2016 Regular Meeting as presented. No discussion.
Vote: unanimously approved
2. **Financial Reports:** T. Pinder reported the financial statements for December 2015, January and February 2016 are still delayed due to the audit. She reviewed the highlights of the utility's financial status noting that February month-end cash reserves, less long-term debt reserves, were at \$8.5 million. The 2015 Audit is expected to be presented at the April Board Meeting. Directors R. Simpson/C. Melton moved to approve the financial report for February as presented. No further discussion. *Vote: Unanimously approved*
3. **Accounts Payable:** T. Pinder provided descriptions on several payments. Director Carter extended his appreciation for the proactive approach in presenting accounts payable. Director Baker asked if Wright Tree Service participated in the storm clean-up. E. Crape indicated they had been very involved. Directors C. Melton/D. Baker moved to approve the Accounts Payable for February, 2016 as presented. No further discussion. *Vote: unanimously approved*
4. **Resolution 16-04: Canvass the Vote & Certify Results of the February 23, 2016 Recall Election:** H. Ralls informed the Board the purpose of Resolution 16-04 was to certify the results of the February 23, 2016 Recall Election as required by state statutes. Directors R. Simpson/D. Baker moved to adopt Resolution 16-04 In the Matter of Ratifying the Results of the Recall Election of February 23, 2016. No discussion. *Vote: unanimously approved*
5. **Policy 2-20: Release of Public Documents:** H. Ralls reviewed the background and summary of the proposed changes to Policy 2-20. Directors D. Baker/C. Melton moved to Amend Policy 2-20, Release of Public Records, to clarify the procedures for requesting public records from the District. No discussion. *Vote: unanimously approved*
6. **Award Bid: Flagging Services:** E. Crape reviewed the bids for flagging services. It was noted that the 2017 bid from United Traffic Control had a typographical error, it should read \$63,658.50. Directors D. Baker/R. Simpson moved to approve Option 1: Award the bid to K & D Services for flagging services for the remainder of 2016 and 2017, they are the lowest responsible bidder. No discussion. *Vote: unanimously approved.*
7. **NWPPA Annual Meeting:** Directors R. Simpson/C. Melton moved to authorize Board and Staff Attendance at the NWPPA Annual Meeting May 15-19. R. Simpson amended the motion to add: "with Jake Carter as voting delegate." No discussion. *Vote: unanimously approved*
8. **Acti-Dyne - Employee Satisfaction survey:** Bruce Shoemaker of Acti-Dyne Survey Research presented the results of an employee satisfaction survey done as a response to public requests about employee morale.

The survey was comprised of 30 statements about job satisfaction, the work environment, communication, and compensation. Employees were asked to rate them on a scale of 0-10 with 0 being complete disagreement with the statement. The survey was completely anonymous, no

demographic information was collected, and there were no open ended questions. Every employee, with the exception of the Interim General Manager participated in the survey.

The survey revealed the three lowest scoring items related to communication between peers, teamwork across the organization, and upward communication from employees to managers. He emphasized all 30 statements had a mean score above 7 including the lowest scoring items and that these are some of the highest scores he had seen on an internal survey. Mr. Shoemaker provided the online web address of where the complete results could be found. The Board thanked Acti-Dyne for the valuable information provided. No action taken.

9. **Reschedule May 17 Regular Meeting:** After brief discussion, Directors C. Melton/R. Simpson moved to reschedule to May 17 Regular Meeting to Thursday, May 12.
Vote: Unanimously approved

C. ITEMS FOR DISCUSSION

1. **Policy 1-11: Board Governance:** P. Griffin encouraged the Board to review the proposed revisions under Board Functions and Violations prior to the next Board meeting. Director Baker commented that it may be better if the Board reviewed it together in a retreat setting. Director Carter indicated it was not a complete overhaul and asked if there were questions for this meeting. Director Simpson reminded the Board that he had requested the decision to adopt the policy be delayed to ensure it was complete. No action taken.
2. **Selection Process: Permanent General Counsel:** President Carter requested this discussion item be added to the agenda for Management and Board input on how to proceed in securing permanent General Counsel. J. Nguyen offered that staff would prepare the documents for a request for bid if that is the Board's desire. He commented that it is a privilege to work with P. Griffin and he is comfortable with the knowledge and work provided. Director Baker suggested going out for bid. C. Melton indicated he is pleased with the direction P. Griffin has taken and is optimistic the utility is heading for calmer times. Director Price would like to see General Counsel appointed at this meeting. After brief discussion, staff was directed to bring an action item before the Board in April.
3. **Reports:**
 - a. **Outages:** E. Crape reviewed the outage report noting the outage on February 12 caused by a tree service was not the tree service we contract with, it was a service hired by someone outside of the PUD.
 - b. **Write-offs:** Director Simpson inquired about a local company that went out of business. J. Nguyen confirmed there had been a significant deposit collected which covered the final bill.
 - c. **Staff:** L. Calnon provided an update on the FEMA process for reimbursement. B. Staehely and M. Williams have documentation ready in preparation for a meeting on March 18. The PUD anticipates approximately \$378 thousand in reimbursement. In addition to the

reimbursement, there are some projects that may be eligible for the 406 Hazard Mitigation Program which aids in the replacement of facilities damaged from storm.

J. Nguyen reported that B. Staehley and L. Cutler are in Idaho to witness transformer testing. The new transformer for the Rosehill Substation is expected to be installed and energized in April.

S. Wendelschafer reported that Interim General Manager, J. Nguyen was selected as Employee of the year for 2015. She also provided an update on current recruitment.

L. Calnon indicated there has been a good response for job postings through Facebook. The System Support position alone received over 6000 views on the website; 51% were directed from Facebook. She also noted about half of all hits on the website come from Facebook.

It was announced that Cyrus Collins was selected as the February Employee of Month.

- 2. Board Comments:** Director Simpson reported he is on the newly formed OPUDA Emergency Response Committee. The Deputy Director of Emergency Management for the State of Oregon will be attending their next monthly Board Meeting. L. Calnon invited Director Simpson to attend the local CEPA meeting on the 1st Tuesday of the month.

Director Melton offered his thanks to the people who have supported him during the last three months. He expressed how disturbing it is that Director Baker remarked on the high legal fees when a lot of that came from recall attempt. He asked if the PUD had received the bill from the County. Staff responded the bill was \$4,966.88.

Director Price remarked he was glad to be back at the meeting in person.

- 3. Public Comment:** John Odenthal of Warren congratulated the employees on their safety record for 2015, there were no lost time accidents.

Todd Cathers of St. Helens voiced his opinion that Interim General Manager John Nguyen has successfully turned the utility around and encouraged the Board to offer J. Nguyen a permanent job as General Manager.

Mark Larson of Warren asked about potential legal recourse against the petitioners of the failed recall.

- 4. Executive Session:** The President advised that after a brief recess, the Board would reconvene in. Executive session under ORS 192.660(2)(h), consultation with counsel concerning legal rights and duties regarding current litigation or litigation likely to be filed.

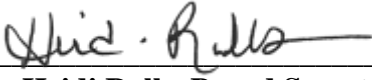
A brief recess was called at 7:30 p.m. The Board reconvened in executive session at 7:35 pm. The following were present: Directors: D. Baker, J. Carter, C. Melton, H. Price, R. Simpson; Staff: J. Nguyen, H. Ralls; General Counsel: P. Griffin; Press: C. Vaughn, Spotlight.

The Board reconvened in regular session at 8:23 p.m.

5. **Potential Violations of Policy 1-11: Board Governance:** President Carter announced that this item will be deleted from the agenda.

There being no further business to come before the Board, the meeting was adjourned at 8:23 p.m.

Columbia River People's Utility District

By 
Heidi Ralls, Board Secretary